

## CITY OF ROCKLIN

### CITY ATTORNEY

#### **DEFINITION**

To act as the Chief Legal Officer of the City with responsibility for all aspects of the City's legal work, whether performed in-house or by outside legal counsel; to provide legal advice and counsel to the City Council, City boards and commissions, the City Manager and City departments; to represent the City before administrative agencies and courts; and to perform related work as required.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives policy direction from the City Council.

Exercises direct supervision over assigned staff.

#### **EXAMPLES OF ESSENTIAL FUNCTIONS** – *Essential functions may include, but are not limited to, the following:*

Develop, plan, implement and administer Department goals, objectives, policies and procedures necessary to provide assigned legal services.

Develop and administer the City's budget for legal services; forecast additional funds necessary for outside counsel, staffing, equipment, materials and supplies; monitor expenditures; direct budgetary adjustments as necessary.

Study and interpret laws, court decisions and other authorities; provide legal advice to all City boards and commissions, the City Council and City departments regarding legal implications of all City operations.

Receive and evaluate all legal claims filed against the City; make recommendations concerning the advisability to prosecute, compromise, or dismiss litigation for consideration by the City Council; monitor and control liability claims and lawsuits.

Research and prepare formal written opinions on various legal problems as directed by the City Council; provide written and oral legal advice and counsel as the need arises to the City Council, City Manager, City departments and City boards and commissions on issues related to municipal law and activities.

Represent the City in court cases encompassing a wide variety of complex legal issues including all phases of pretrial, trial and appellate work in municipal, state, and or federal court; represent the City in administrative hearings before state and federal agencies.

Review proposed contracts, bond and financing papers, insurance policies and other documents affecting the City.

Prepare or review drafts and assist in the negotiation of proposed agreements; prepare or review ordinances, resolutions, deeds, pleadings, contracts and other legal documents.

Prepare a variety of periodic and special reports related to Legal department activities and legal cases.

Monitor legal developments, including proposed legislation and court decisions related to municipal law and activities, evaluate the impact on City operations and recommend appropriate action.

Attend Council, Board, Commission and Committee meetings as required.

Perform related duties as required.

## **QUALIFICATIONS**

### **Knowledge of:**

Principles and procedures of civil and criminal law, particularly as they are related to municipal government, including civil, criminal and administrative procedure

Principles, methods, and practices of legal research and investigations

Judicial procedures and the rules of evidence

Pleading and practices and effective techniques in the presentation of court cases

Organization, duties, powers, limitations, and authority of City government and the City Attorney's office

Responsibilities and obligations of public officials and administrative agencies

State and Federal laws and constitutional provisions affecting municipal operations

Established precedents and sources of legal reference applicable to municipal activities.

### **Ability to:**

Organize, analyze, interpret and apply legal principles and precedents to specific local government problems

Perform complex legal research, analyze complex problems, evaluate alternatives and make sound recommendations

Present statements of law, fact and argument clearly and logically

Prepare and present difficult cases in court

Prepare clear, concise and complete legal documentation and reports, correspondence and other written materials

Develop, implement, and interpret goals, objectives, policies, procedures, work standards and internal controls

Represent the City effectively in meetings with others

Establish and maintain effective working relationships with those contacted in the course of work, including the general public, City staff, appointed members to Boards, Commissions, and Committees, and public officials.

**Experience and Training**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience:**

Seven years of increasingly responsible experience in the active practice of municipal or other government law in the State of California. Extensive experience in a municipal setting and in the active practice of law, including litigation, are desirable.

**Training:**

Equivalent to graduation from an accredited college or university with an appropriate law degree.

**License or Certificate:**

Current membership in the California State Bar Association.

**TYPICAL WORKING CONDITIONS**

Work is normally performed in an office environment. Incumbents will travel to various offices and locations within the Sacramento metropolitan area to attend meetings, which will require exposure to traffic and weather conditions.

**TYPICAL PHYSICAL REQUIREMENTS**

On an intermittent basis, sit at a desk for long periods of time; intermittently walk, stand, squat, twist and reach while retrieving and/or returning files, supplies or equipment; perform simple grasping and fine manipulation; maintain effective audio-visual discrimination and perception needed for making observations, communication with others, reading and writing, and operating office equipment; use a telephone to communicate verbally and use a keyboard to communicate through written means, review information and enter-retrieve data; see and read characters on computer screen; lift light weights; maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities.

**This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.**